



# New Inspector Training

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AUGUST 4, 2020

STATE PARTISAN PRIMARY

# Welcome!

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**Chris Swope, MMC/MiPMC**  
**Lansing City Clerk**

# Who Are We?

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## Deputy Clerk

Brian P. Jackson

## Election Supervisor

Robin Stites

## Clerk Team

Tracy Scott

Patrick Kapp

Jennifer Smith-Zande

Deb Biehler

Denise Kelley

Devin Rakowski



# Housekeeping

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☐ Training will be about 2 Hours

➤ You will be paid for the duration of training!

☐ Turn Phone to Vibrate

☐ Learning Environment – Ask Questions!

☐ Restrooms

☐ Absentee Ballots – Make Sure You Get to Vote!



# Overview

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- Lecture
- Mock Precinct Simulation
- Equipment Demonstration



➤ We can't cover everything, but don't worry! Your supervisors and fellow inspectors will be your greatest asset.

# Upcoming Election

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- **November 3, 2020 – State General Election**

- **We will need more workers!**

Send people to: [LansingMI.gov/Clerk](https://LansingMI.gov/Clerk) to sign-up



# Professional Expectation of ALL Election Workers

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- **RESPECT**– voters, co-workers, guest and yourself
- **Come On-Time & Be Ready to work as scheduled until dismissed**
- **Dress Code** – casual, clean, no words on clothes
- **Chairperson is your on-site supervisor**



# Professional Expectation of All Workers

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- GR – 1 Employees are required to report on time for work.
- GR – 2 Unexcused absences are prohibited.
- GR – 3 Excessive absenteeism is prohibited.
- GR – 4 Insubordination is prohibited.
- GR – 5 Traffic in and/or the consumption of and/or any one suffering from the immediate or after effects of dangerous drugs or alcohol while at work is prohibited.
- GR – 6 Misappropriation or unauthorized use of City money, property, equipment or supplies is prohibited.
- GR – 7 Gambling on City time or property or during lunch or rest breaks is prohibited.
- GR – 8 Inefficient, careless, inactive or unproductive work is prohibited.
- GR – 9 Falsification of City records is prohibited.
- GR – 10 Fighting, threatening or being disrespectful to other City employees or members of the public is prohibited.
- GR – 11 Unsafe acts that can and/or do endanger the person or property of himself/herself or others is prohibited.
- GR – 12 Improper personal conduct is prohibited.
- GR – 13 Employees are not permitted, under any circumstances, to carry or have their possession weapons, while either on City property or during work hours.



# Payment Information

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- Pay rate starts at \$12/hour
- No later than 3 weeks after Election Day
- All on one Check (Training, Set-up, Election Day)
- All payments are taxable income
- If you make more than \$600 a year, you will receive a W-2 from the City of Lansing



# Precinct Assignments

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- **City of Lansing has 45 Precincts in 33 Polling Locations.**
- **Each precincts will have 5-6 workers**
- **Shifts available:**
  - All Day - 6am-dismissed (around 9pm)
  - AM Shift - 6am-2pm
  - PM Shift - 1pm-dismissed (around 9pm)
- **Your assignment will be emailed to you soon**
- **Your Chair should contact you before Election Day**



# Precinct Assignments

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- We almost exclusively use email communications
- PLEASE LET US KNOW IF YOUR EMAIL CHANGES
- To work future elections you will be contacted by email
- Open all communications from us
- Check email weekly before election
- Please respond when asked



# Precinct Assignments

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Based on:

- Availability
- **Party Need**
- **Precinct Need**
- **Past Performance**
- Responding prior to deadline
- Personal preferences



# Precinct Assignments - Next Steps

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1. Complete your Election Worker Application
  - **Must designate a party affiliation**
2. Record your Shift Request on back of Application
  1. **All Day (6:00 a.m. until Dismissed)**
  2. AM (6:00 a.m. until 2:00 p.m.)
  3. PM (1:00 p.m. until Dismissed)
3. Record Polling Location on back of Application
  1. **Any (will work at any polling location)**
  2. Close to home
  3. Need to work with a specific person – provide person's name
  4. Specific Location – list specific location

# Party Affiliation

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- Why do we have to list a Party Affiliation?
- What does that mean?
- Do I have to put down the party I vote for?
- What parties can I represent?



# During the Day – When R & D are Needed

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- Whenever Tabulator is Opened
- When Assisting a Voter with their Ballot
- Removing Ballots from Jam

# Election Day

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- Polls open for voting at 7:00 a.m. and close at 8:00 p.m.
- Report to assigned precinct by your shift start time
- Sign-in on payroll sheet (provided by your Chair)
- Complete Health Survey
- Sworn in by Chair
- Have a Team Meeting (morning)
  - Introductions
  - Where to start the day
  - What you want to try
  - Precinct opening tasks





# Meal Break Policy

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- **Coordinated through Chairperson**
- 1-2 Breaks for All Day Workers
- 1 Break for Half Day Workers
- 30 to 45 Minutes in Length
- Breaks are Unpaid
- Do not eat at work station
- Avoid Busy Times
- Sign In and Out on payroll sheet for Meal Breaks



# Questions so far?

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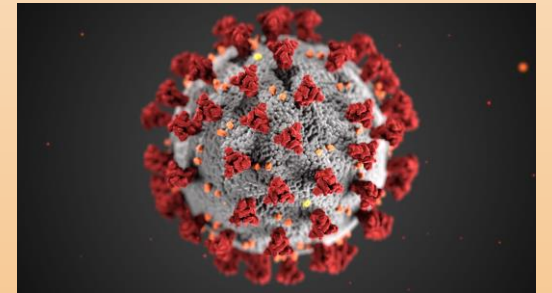


# General Safety and Guidelines

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The following description of COVID-19 provided by the Michigan Bureau of Elections is based on documents from public health authorities. The Lansing City Clerk's Office is not a public health authority.

- COVID-19 is a respiratory illness caused by a novel coronavirus. It is easily spread and thought to be spread in various ways:
  - From person to person
  - Through close contact with one-another (within 6 feet)
  - During prolonged face to face interactions (longer than a few minutes)
  - Via respiratory droplets from infected persons
- It is thought to be most contagious when most symptomatic, though may be spread without symptoms



# General Safety and Guidelines

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- **Social Distancing**
- **Disinfect Surfaces**
- **Limit/Disinfect Shared Objects**
- **Fresh Air**



# General Safety and Guidelines

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**Below are a set of election best practices for safety and hygiene. These are based primarily on recommendations from the Centers for Disease Control and Prevention (CDC).**

- All workers should stay at home if they exhibit any of the following conditions: fever, respiratory symptoms, or sickness.
  - **Please let us know as soon as possible if you are ill and will not be able to work your assignment.**
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Research shows that masks can greatly reduce the chance of spreading COVID-19, especially given that approximately 40% of those who have COVID-19 may be asymptomatic.
- Practice routine disinfecting of frequently touched surfaces.
- Observe social distancing – keep a distance of 6 feet or more whenever possible.

# General Safety and Guidelines

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These guidelines have been established according to the latest Recommendations for election polling locations established by the U.S. Center for Disease Control (CDC) issued June 22, 2020, as well as information provided by the CDC to the National Association of Election Directors (NAED) on May 12, 2020.

**Election Workers:** All workers will be required to wear a face covering while performing their duties. If gloves are worn, workers should wash their hands after removing their gloves. The use of face shields is an appropriate alternative, or augmentation, to the use of face masks. The use of face shields may help further mitigate the exposure to any airborne particulate.

**Voters:** Voters are encouraged to wear face coverings, but they may not be prevented from voting if they do not wear one. Disposable masks will be available for voter use.

The Governor's Executive Order requires individuals to wear masks in indoor public spaces, but has exceptions including for individuals in a polling place to vote.

**Voters will not be turned away for not wearing a face covering or mask.**

# General Safety and Guidelines

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**Disinfect Surfaces**: Keep all surfaces cleared of unnecessary clutter and clean/disinfect them regularly. Utilize disinfectant to clean surfaces after use by each voter, including voting booths and all voter processing tables.

**Limit/Disinfect Shared Objects**: Limit shared items as much as possible and attempt to disinfect all items that are required to be shared.

**Social Distancing**: As much as possible, plan your precinct layouts to accommodate for recommended social distancing. Where possible, ensure that all voter processing stations are spaced 6 feet apart, all voting booths allow for 6 feet of space between them, voters are organized 6 feet apart in line, and all workers are spaced a minimum of 6 feet apart.

**Provide Regular Breaks to Workers**: It is important to limit worker's exposure as much as possible and allow time to wash and disinfect hands.



# General Safety and Guidelines

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## Personal Protection Equipment (PPE) provided to **each worker**:

- Face Covering – **Mandatory for all workers**

- Face Mask

**OR**

- Face Shield

- We encourage use of both

- Gloves – Optional

## Supplies provided **per precinct**:

- Hand Sanitizer
- Disinfectant wipes
- Disinfectant spray



# General Safety and Guidelines

Personal protective equipment is most effective when the wearer knows how to properly put on and remove the equipment.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf>

## Facemask Do's and Don'ts For Healthcare Personnel

### When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

### When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

### When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>



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[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Precinct Operations

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## Inspector Health Screening:

1. Have you come in contact with a person known or suspected to have COVID-19?
2. Have you had a fever in the last 24 hours?
3. Have you had a cough in the last 24 hours?
4. Have you had any difficulty breathing in the last 24 hours?
5. Have you had any unexplained body aches in the last 24 hours?

# Precinct Operations

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- **Disinfect surfaces that are frequently touched by multiple people, for example door handles, registration tables, pens, sheet magnifier, and clipboards.**
- **Hand sanitizer at entrance and exit, if possible.**
- **Open doors to the outside to increase air flow, if possible.**
- **Utilize hallways or additional rooms to distance workers.**
- **Ensure that any changes to operations do not limit accessibility to voters with disabilities.**



# Precinct Operations

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- **Close restroom to public use, if possible, unless there is an emergency.**
- **Hang signs regarding face coverings.**
- **Hang signs regarding social distancing.**
- **Clean/wipe down facility at the end of the night**



# How to Manage Voters

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## Voters and Face Coverings:

- **Voters cannot be denied the ability to vote because they are not wearing a face covering. If voters are not wearing a face covering, greeter should offer them a disposable mask upon arrival at the precinct.**
  - See Greeter Script for sample language.
  - Each precinct has extra masks for voters.
- **If a voter refuses to wear mask, election workers should facilitate the voter's ability to cast a ballot while preserving social distancing, rather than attempting to confront the voter.**
- **Direct them to voting areas that are at a greater distance from other locations within the polling place. However, voters cannot be denied the ability to vote because they are not wearing a face covering.**
- **Don't forget to be friendly and courteous to all voters!**

# Questions?

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# What's on the ballot?

## Partisan Primary

- According to State Law, voters can only vote in one political party section.
  - “Stay in your lane! This is a partisan primary so please make sure you stay within one political party for the whole ballot. If you are voting for Democrats, you cannot vote for any Republicans for any office. If you are voting for Republicans, you cannot vote for any Democrats for any office.”
- Voters can vote Proposal Section regardless of vote in partisan section.
- See Inspector Script for sample language.

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OFFICIAL BALLOT  
Primary Election  
Tuesday, August 4, 2020  
Ingham County, Michigan  
City of Lansing, Ward 1, Precinct 1

Partisan Section - Vote Only 1 Party Section		Proposal Section
Democratic Party Section	Republican Party Section	County
State	State	Ingham County Elder Persons Millage
United States Senator Vote for not more than 1	United States Senator Vote for not more than 1	For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,886 in the first calendar year of the levy, based on state taxable valuation.
Gary Peters <input type="radio"/>	John James <input type="radio"/>	Yes <input type="radio"/>
<input type="radio"/>	<input type="radio"/>	No <input type="radio"/>
Congressional	Congressional	
Representative in Congress 8th District Vote for not more than 1	Representative in Congress 8th District Vote for not more than 1	
Elissa Slotkin <input type="radio"/>	Mike Detmer <input type="radio"/>	
<input type="radio"/>	Alan T. Hoover <input type="radio"/>	
Legislative		
Representative in State Legislature 68th District Vote for not more than 1	Paul Junge <input type="radio"/>	
Sarah Anthony <input type="radio"/>	Kristina Lyke <input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	
County	Legislative	
Prosecuting Attorney Vote for not more than 1	Representative in State Legislature 68th District Vote for not more than 1	Ingham County Emergency Telephone Service (911 Service) Millage Renewal Question
Carol A. Siemon <input type="radio"/>	Robert J. Atkinson <input type="radio"/>	For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008, 2012 and in 2016, shall the Constitutional limitation
<input type="radio"/>	<input type="radio"/>	
Sheriff	County	
	Prosecuting Attorney Vote for not more than 1	



# What's on the ballot?

## Partisan Primary

- If candidates are selected in both parties, tabulator will give an error of “Cross-Voted”.
- Spoil ballot and receive a new one.
- Cast as is and entire Partisan section will not count.
- Ballot is 2 sided (except Eaton Co. 22 & 23)

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**OFFICIAL BALLOT**  
Primary Election  
Tuesday, August 4, 2020  
Ingham County, Michigan  
City of Lansing, Ward 1, Precinct 1

Partisan Section - Vote Only 1 Party Section		Proposal Section
<b>Democratic Party Section</b>	<b>Republican Party Section</b>	<b>County</b>
<b>State</b>	<b>State</b>	<b>Ingham County Elder Persons Millage</b>
<b>United States Senator</b> Vote for not more than 1	<b>United States Senator</b> Vote for not more than 1	For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,886 in the first calendar year of the levy, based on state taxable valuation.
Gary Peters <input type="radio"/>	John James <input type="radio"/>	Yes <input type="radio"/>
<input type="radio"/>	<input type="radio"/>	No <input type="radio"/>
<b>Congressional</b>	<b>Congressional</b>	
<b>Representative in Congress 8th District</b> Vote for not more than 1	<b>Representative in Congress 8th District</b> Vote for not more than 1	
Elissa Slotkin <input type="radio"/>	Mike Detmer <input type="radio"/>	
<input type="radio"/>	Alan T. Hoover <input type="radio"/>	
<b>Legislative</b>	<b>Legislative</b>	
<b>Representative in State Legislature 68th District</b> Vote for not more than 1	<b>Representative in State Legislature 68th District</b> Vote for not more than 1	
Sarah Anthony <input type="radio"/>	Kristina Lyke <input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	
<b>County</b>	<b>County</b>	
<b>Prosecuting Attorney</b> Vote for not more than 1	<b>Prosecuting Attorney</b> Vote for not more than 1	<b>Ingham County Emergency Telephone Service (911 Service) Millage Renewal Question</b>
Carol A. Siemon <input type="radio"/>	Robert J. Atkinson <input type="radio"/>	For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008, 2012 and in 2016, shall the Constitutional limitation
<input type="radio"/>	<input type="radio"/>	
<b>Sheriff</b>	<b>Sheriff</b>	

# Precinct Delegates

## What is a “Delegate to County Convention”?

❖ It is elected representative to either the County Democratic or Republican Political Party from this precinct often called a “Precinct Delegate.” Each political party determines the number of representatives to be elected from each precinct.

➤ See Inspector Script for sample language.

❖ A person can file as a precinct delegate write-in candidate at the precinct.

➤ Refer to Chairperson

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Partisan Section Continued - Vote Only 1 Party Section	
Democratic Party Section	Republican Party Section
County	County
County Commissioner 4th District Vote for not more than 1	County Commissioner 4th District Vote for not more than 1
Bryan L. Crenshaw <input type="radio"/>	Jennifer L. Smith <input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Delegate	Delegate
Delegate to County Convention Vote for not more than 4	Delegate to County Convention Vote for not more than 3
<input type="radio"/>	Jeff A. Schooler <input type="radio"/>
<input type="radio"/>	Virginia Schooler <input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>

# Precinct Delegates

- Many precinct delegate contests will have no candidates.
  - This means no candidate filed for this position.
  - Voter may leave this particular race un-voted and it will not impact any other selections on the ballot.
  - Voter may choose to write-in a candidate and fill in oval next to candidate name.
  - Only candidates who filed as a declared write-in will have those votes counted.
- See Inspector Script for sample language.

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Partisan Section Continued - Vote Only 1 Party Section	
Democratic Party Section	Republican Party Section
County	County
County Commissioner 4th District Vote for not more than 1	County Commissioner 4th District Vote for not more than 1
Bryan L. Crenshaw <input type="radio"/>	Jennifer L. Smith <input type="radio"/>
<input type="radio"/>	<input type="radio"/>
Delegate	Delegate
Delegate to County Convention Vote for not more than 4	Delegate to County Convention Vote for not more than 3
<input type="radio"/>	Jeff A. Schooler <input type="radio"/>
<input type="radio"/>	Virginia Schooler <input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>

# Prop 3 & Enacted Legislation

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**Prop 3 - a constitutional amendment approved by voters in Nov 2018**

- ✓ Eliminated 30 day voter registration deadline
- ✓ Provides all registered voters access to vote by absentee – NO REASON REQUIRED!
- ✓ Provides the option to vote straight party
- ✓ Automatic voter registration at SOS



# Prop 3 - Voter Registration Changes

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Up through 15<sup>th</sup> day prior to election:

- Voter may register in person at an SOS branch office, clerk office, designated state agency or by mail

Starting 14<sup>th</sup> day prior to election:

- Voter must register **in person** with local clerk with residency verification in order to vote in next election.
- Mail-in registrants must be notified to apply in person



Election Day:

- Voter must register in person with local clerk with residency verification in order to obtain a ballot in that election

# Prop 3 - Voter Registration Changes

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**A voter who wishes to register to vote and obtain a ballot may do so until 8:00 pm on Election Day**

- Send to Clerk's Office to register
  - Must have proof of residency – SOM ID, utility bill, pay stub, bank statement, government document (can be electronic)
- May vote absentee at Clerk's Office OR
- May return to polls with a receipt and vote in precinct

# Voters with Disabilities

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- Treat them with the same Respect you give ALL Voters
- Always offer assistance, but wait until they accept to help
- If they need assistance, two Inspectors must help
  - *Republican & Democrat*
- They are allowed to bring someone to help them
  - Can be Family
  - Must not be Boss/Supervisor or Union Rep
- Always speak directly to them and not to the person accompanying them

# Campaigning

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- Campaigning must be at least 100 feet from any entrance to the building being used by voters
- Inspectors should ask voters to remove campaign buttons, and conceal literature or clothing bearing campaign information
- Yard signs cannot be left unattended if on precinct property, regardless of distance





# Phones/Cameras in Precinct

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- Accredited media with cameras in the public area = OK
- Voters Texting = OK
- Voters reading from their phone = OK
- Voters on Phones Calls (not political or loud) = OK
- Voters taking photo of their own ballot while in the voting booth = OK
- Voter taking “selfies” or pictures of other people in the voting area = NOT OK
- Each polling place has a selfie station!



# At the End of the Day

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- All Inspectors Sign all Three Copies of Results Tape
- All Inspectors Sign Pollbook
- **All Inspectors Complete & Sign Payroll Page**
- All work completed – CHAIR DISMISSES EVERYONE



# Where to Find Everything – Tutto Trolley

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- Supplies
- Inspector Folders/Binders
- Extension Cords
- Power Strip



# Where to Find Everything – Ballot Bag

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- Ballots
- Ballot Bag Certificate



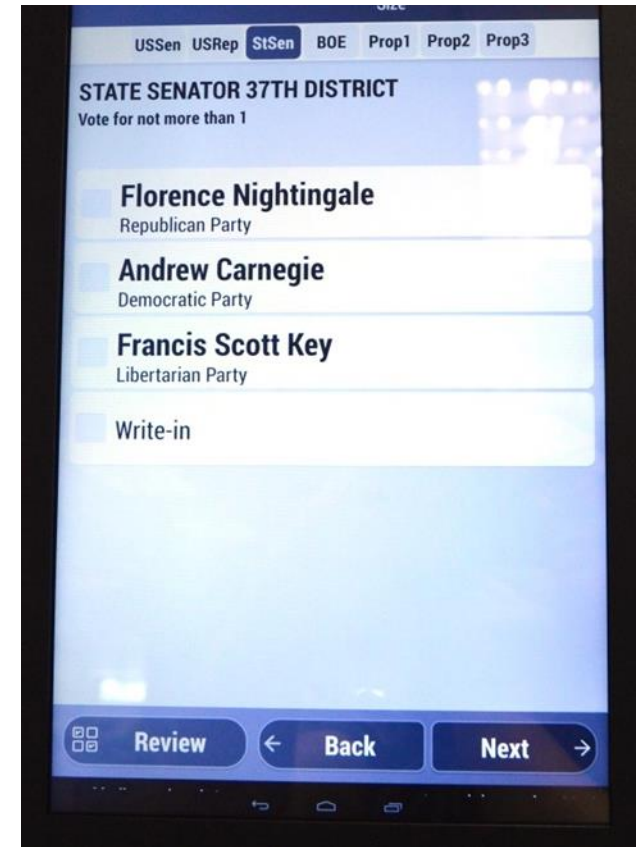
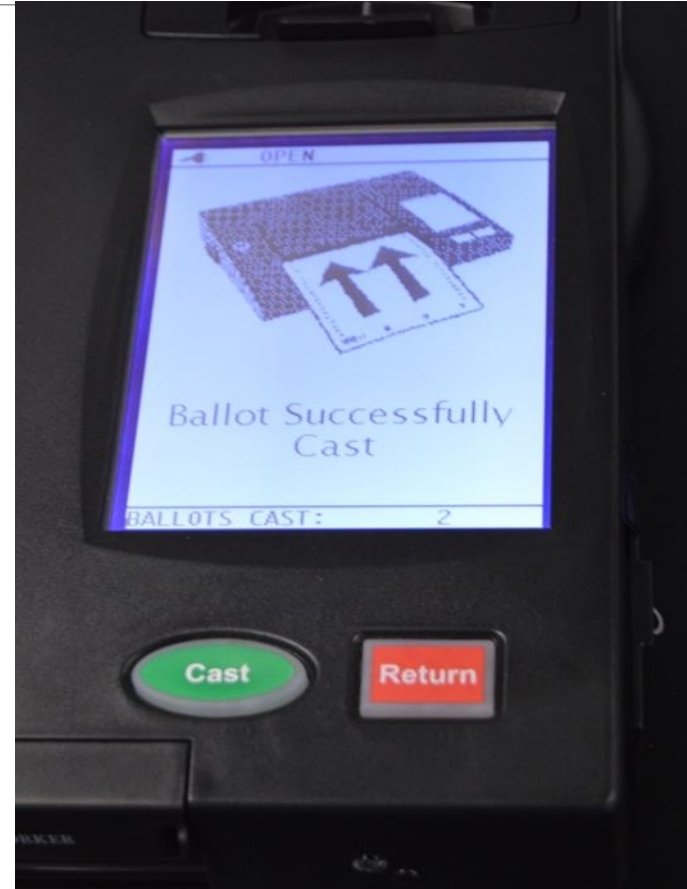
# Questions?

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# Voting Equipment

- Two Key Pieces of Equipment:
- Tabulator
- Voter Assist Terminal (VAT)/Touch Screen Booth



# Equipment - Tabulator

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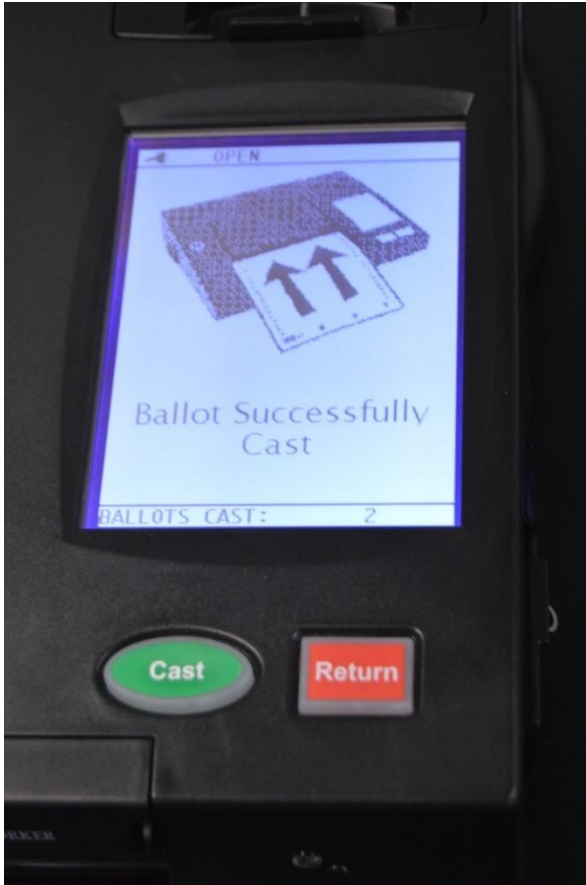


1. Stay 10 feet from voter
2. Make sure the stub is removed
3. Show voter how to push ballot from secrecy sleeve
4. Make sure the top of ballot is out enough to grab it
5. Tell them to feed the ballot like a dollar bill into a pop machine



# Equipment - Tabulator

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## VOTER EXPERIENCE

### “Ballot Successfully Cast”

- This can take several seconds
- Voter should wait until they see this message



# Equipment – Tabulator

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## VOTER EXPERIENCE

- Successful message
- Over-vote
- No votes
- Ambiguous marks
- Cross-Vote



# Equipment - Tabulator

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## WHEN AN ERROR OCCURS:

1. Keep 10 feet away unless invited by the voter
2. Voter reviews instructions on the screen
3. Voter decides
4. Ask voter to cover ballot if approaching tabulator

# Equipment - Voter Assistance Terminal (VAT)

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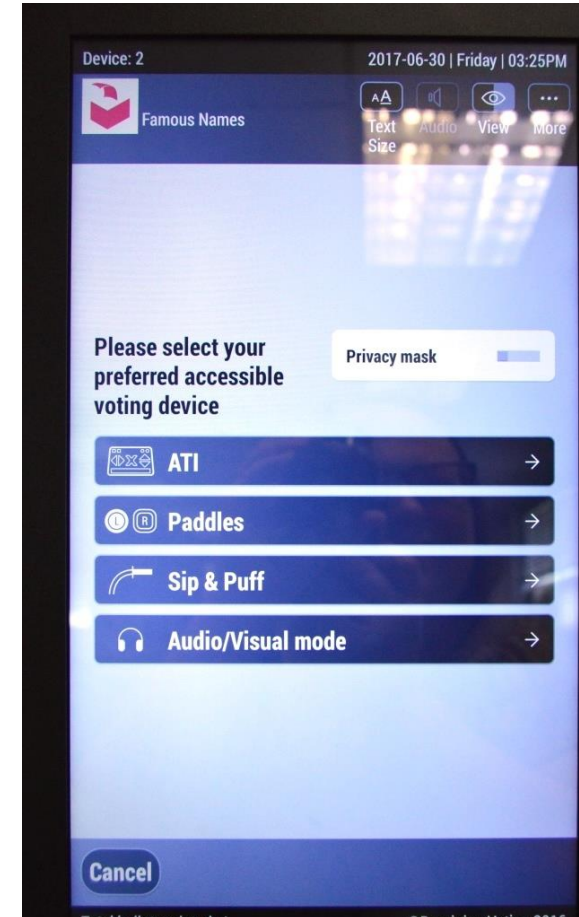
- Designed for people with disabilities but anyone can use
- The VAT is very Helpful for Voters who are
  - Visually Impaired
  - Physically Disabled
  - Illiterate or English as a Second Language
- Also know as the “Touchscreen Booth”
- VAT should be placed in a position which ensures the voter’s privacy
- Privacy Screens should always be used



# Equipment - VAT

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- Poll Worker Card
- Voter Cards
- Touch Screen Tablet
- Printer
- ATI – Including Braille
- Headphones
- Other devices that voter provides
  - Sip-puff
  - Paddles



# Equipment - VAT

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- Voter card is designated as “Touch” for the Touchscreen
- Voter card is designated as “Audio” for the ATI



# Equipment - VAT

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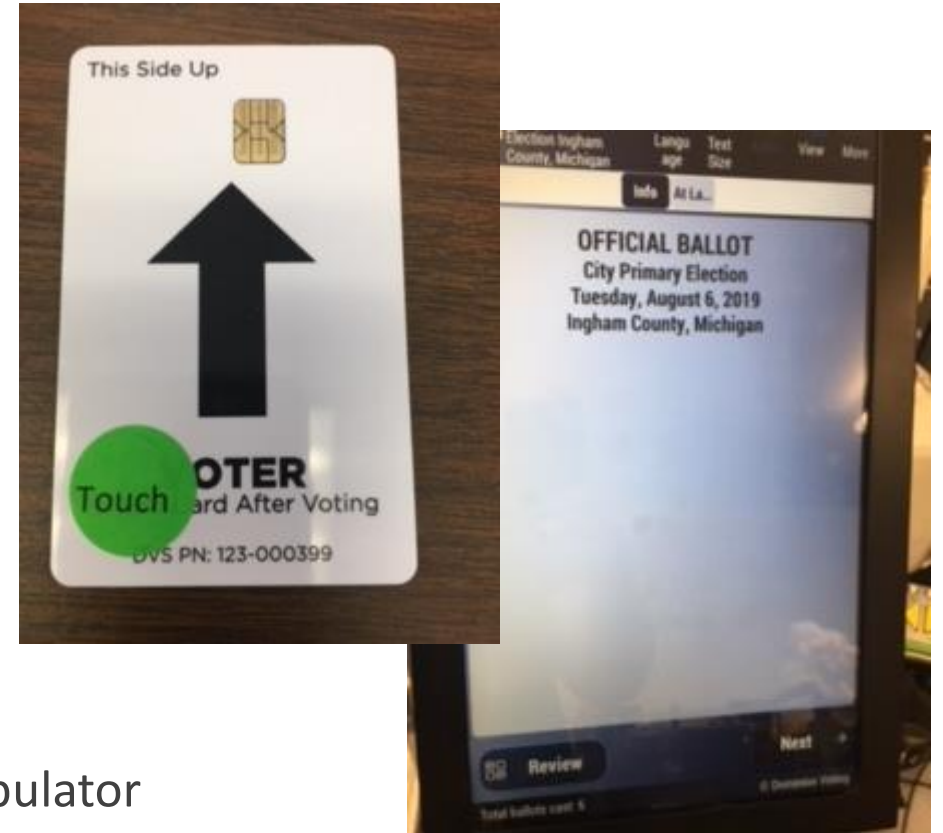
- “Touch” Voter Card activates the touch screen function only
- “Audio” Voter Card allows voter to choose the ATI, Audio, or use of Sip/Puff or Paddles and be able to use Touchscreen (double tap required)



# Equipment - VAT

## VOTER WANTS TO USE THE TOUCHSCREEN ONLY:

- Insert Voter Card that says “Touch”
- Ballot should appear on screen
- Remove Voter Card when voter is finished
- What does Voter do?
  - Make selections by touching screen
  - Print ballot when finished making selections
  - Place printed ballot in secrecy sleeve and proceed to tabulator
  - Notify Poll Worker if assistance is needed



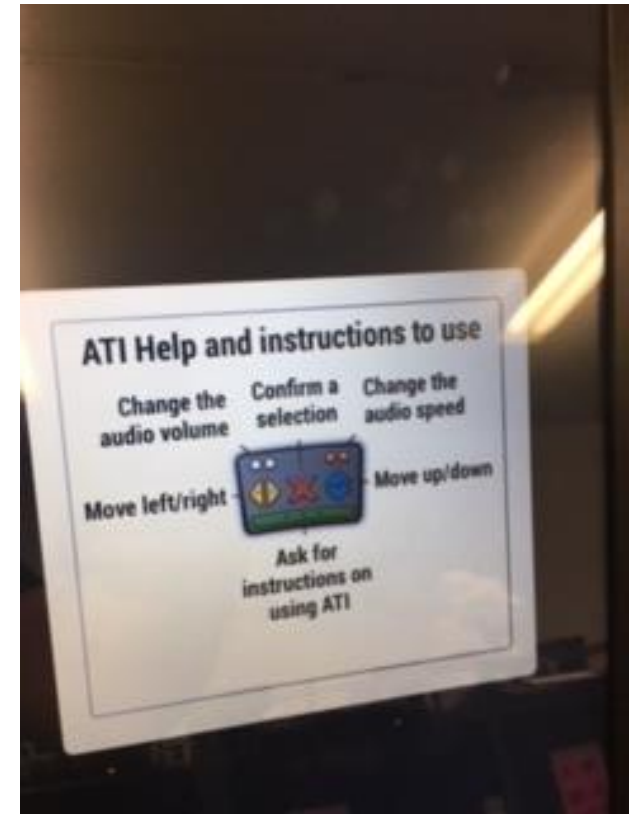


# Equipment - VAT

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## VOTER WANTS TO USE ATI OR AUDIO

- Insert Voter Card that says “Audio”
- Select ATI
- Remove Voter Card when voter is finished
- What does Voter do?
  - Make selections by using the ATI or double tapping the touchscreen
  - Print ballot when finished making selections
  - Place printed ballot in secrecy sleeve and proceed to tabulator
  - Notify Poll Worker if assistance is needed





# What a Voter Needs to Know

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- ❑ How to mark a ballot
- ❑ How to put ballot in the Tabulator & wait until counted
- ❑ The Voting Assist Terminal (VAT)/Touch Screen Booth is designed for voters with disabilities, but anyone can use it



# Questions?

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# Roles of Precinct Team

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Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	
Super or Regional Chair	

# Greeter

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- Make sure voters are in right place – HELP WITH LINE MANAGEMENT
  - **Voter Registration is at Clerk's Office ONLY**
- Direct voters to Application Inspector
- Resources:
  - Precinct Map
  - Street Guide
  - Voter
  - Computer (some locations)
- Provide instructions to voters on:
  - Sample Ballot
  - How to mark ballot



# Greeter

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## For this election:

- Use a Greeter to encourage social distancing, remind voters of the suggested use of face coverings, inform voter where hand sanitizer is located, and help ensure voters are in the correct place.
- Place greeter at or near entrance door.
- Use friendliest worker here to set the tone for voter's experience. Greeter should welcome voters.
- See **Greeter Script** for sample language.



# Greeter Script

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Welcome! Glad you are here to vote today.

Thank you for wearing a face covering **OR**  
If you would like, I have a disposable mask for you to wear while in the polling location.”

Please maintain a 6-foot distance whenever possible within the polling place. Please follow any signs or markings to ensure you are maintaining a proper social distance.”

You will be given a pen to use thru the duration of the voting process. Pens should be deposited in the Used Pen bin by Station 3 - Tabulator.

Please help yourself to hand sanitizer located \_\_\_\_\_ (point out to voter locations of hand sanitizer).”



# Station 1 - Application Inspector


## For this election:

- Application Inspector can act as Greeter.
- Applications to vote should be placed on clipboards with pen for voter to grab themselves.
- Instruct voter to keep their pen until the end of their voting session and deposit in “Used Pen” bin.
- Instruct voter to take application to vote and pen to Station 2. Have ID out and ready for Station 2.
  - **DO NOT TOUCH ID**
- Disinfect clipboard used by voter with disinfectant spray or disinfectant wipe before use by another voter.

**Application to Vote - Poll List**

*Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.*

Date of Election \_\_\_\_\_ Precinct \_\_\_\_\_

PRINT NAME: _____	<b>ELECTION INSPECTOR COMPLETES</b> <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED ELEC. INSP. RETAIL BALLOT STYLE BALLOT NO. VOTER NO.
DATE OF BIRTH: _____	
RESIDENCE ADDRESS: _____	
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	
<b>SIGN HERE</b>  X	SIGNATURE OF VOTER _____

# Station 1 - Application Inspector

If voter does not have ID on them:

- A person can still vote
- Voter must sign Affidavit of Voter Not in Possession of Picture Identification on back of Application to Vote
- Inspector dates and signs

**AFFIDAVIT OF VOTER NOT IN POSSESSION  
OF PICTURE IDENTIFICATION**

I, \_\_\_\_\_ hereby affirm that I am  
(Print Name)  
not in possession of a driver's license, a state-issued personal identification card or any  
other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE  
OF VOTER: **X** \_\_\_\_\_

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to  
\$1,000.00 or imprisonment for up to 5 years, or both.

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**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
I certify that the elector named above has completed the above affidavit in my presence.

**X** \_\_\_\_\_  
Signature of Election Inspector



# Station 1 - Application Inspector

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## Acceptable Forms of ID:

1. Michigan Driver's License or Personal ID Card (can be expired)
2. Current Driver's License or Personal ID Card issued by another State
3. Current Federal or State government-issued ID
4. Current US Passport
5. Current Student ID with picture – High School or College
6. Current Military ID with picture
7. Current Tribal ID Card with picture

# Station 2 – E-Poll Book Inspector

- Verify name & photo with ID or have sign Affidavit on back of application to vote
- Locates voter in computer and verifies eligibility
- Work Closely with Ballot Inspector to issue ballots
- Requires additional Specialized Training
  - Higher pay rate of \$13/hour
  - Will need more for November!



1. Locate Voter and enter in EPB
2. Issue ballot/record number and initial Application to Vote
3. Place ballot in secrecy sleeve

**Station 2 - Processing**




# Station 2 – Ballot Inspector

- Works closely with E-Poll Book Inspector:
- Writes down Ballot#
- Writes down Voter#
- Initials Application
- Puts ballot in secrecy sleeve
- Directs Voter to open, sanitized booth and then Station 3

**Application to Vote - Poll List**


*Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.*

Date of Election \_\_\_\_\_ Precinct \_\_\_\_\_

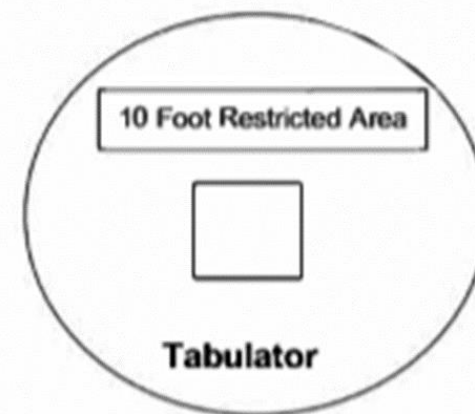
PRINT NAME: _____	<b>ELECTION INSPECTOR COMPLETES</b> <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED ELEC. INSP. INITIAL _____ BALLOT STYLE _____ BALLOT NO. _____ VOTER NO. _____
DATE OF BIRTH: _____	
RESIDENCE ADDRESS: _____	
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	
<b>SIGN HERE</b>  _____ SIGNATURE OF VOTER	

# Station 3 – Tabulator Inspector

- Check ballot # against Application to Vote
- If they Match Remove Stub
- Place Application on Spindle
- Advise Voter to Feed Ballot like a Dollar Bill into a Vending Machine
- Stationed 10' Away & Holds Line away from Tabulator
- Only Approaches Tabulator if Invited by Voter
- If Error Occurs have Voter Cover Ballot Slot with Secrecy Sleeve
- Instruct Voter on their Choices
- Have Voter Press to Cast or Return

- 
1. Verify ballot serial number/ remove stub and retain
  2. Spindle Application to Vote
  3. Assist with ballot jams and rejected ballots
  4. Facilitate "Spoiled Ballot" procedure

**Station 3 - Tabulator**



# Station 3 – Tabulator Inspector #2

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- Ensure voters maintain social distancing guidelines while in line for tabulator
- Instruct voter to deposit pen in “Used Pen” receptacle
- Instruct voter to place used secrecy sleeve on table
- Instruct voter to grab an “I Voted” sticker
- Inform voter where hand sanitizer is located



# VAT Ambassador

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- Designated by Chair
- Given VAT folder
- Given Voter Cards on Key Ring
- Responsible for Voter Cards:  
Wait for voter to finish and then retrieve from VAT
- Can rotate to give others a turn





# Chair & Co-Chair

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- On site Supervisors
- One is a Democrat
- One is a Republican
- Very Long Day & Night
- Ensure Precinct Runs Smoothly
- Ensure Voters have a Positive Experience
- Runs the Help Desk
- Solve Issues
- Fill in for Breaks & Lunches
- Determine Break Schedule



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# Superchairs

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- Material Support
- Instructional Support
- Assist Voters
- Fill-in as Needed





# Special Points of Interest

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- Minor children are allowed in voting booth with parent
- Voters should not be given a ballot unless there is an open, sanitized voting booth
- Maintain ballot secrecy at all times
- Voter should put own ballot in tabulator
- All stations should offer instructions or assistance to every voter



# Resources

[www.lansingmi.gov/InspectorTraining](http://www.lansingmi.gov/InspectorTraining)

Election  
Training  
Resources

Election  
Worker  
Classes

[Home](#) › [Government](#) › [City Clerk](#) › [Elections](#) › [Inspector Training](#) ›  
Election Training Resources

## Election Training Resources

### Jobs Cards - Brief Description Of The Roles Of Precinct Team

- [Application Inspector Job Card](#)
- [E-Poll Book Inspector Job Card](#)
- [Greeter Inspector Job Card](#)
- [Ballot Inspector Job Card](#)
- [Tabulator Inspector Job Card](#)
- [Sealing Ballot Bag After Election Polls Close](#)

### Full Inspector Training Resources

- [CHAIR presentation.2017 City General Election](#)
- [Check of Operations](#)
- [New Worker presentation.2017 City General Election](#)

### E-Poll Book Training Resources

- [E-Poll Book Operations Manual](#)

## Contact Us

### City Clerk's Office

[city.clerk@lansingmi.gov](mailto:city.clerk@lansingmi.gov)

### Physical Address

124 W Michigan  
Avenue  
9th Floor of City Hall  
Lansing, MI 48933

Phone: 517-483-4131

Fax: 517-377-0068

### Hours

Monday - Friday  
8 a.m. - 5 p.m.

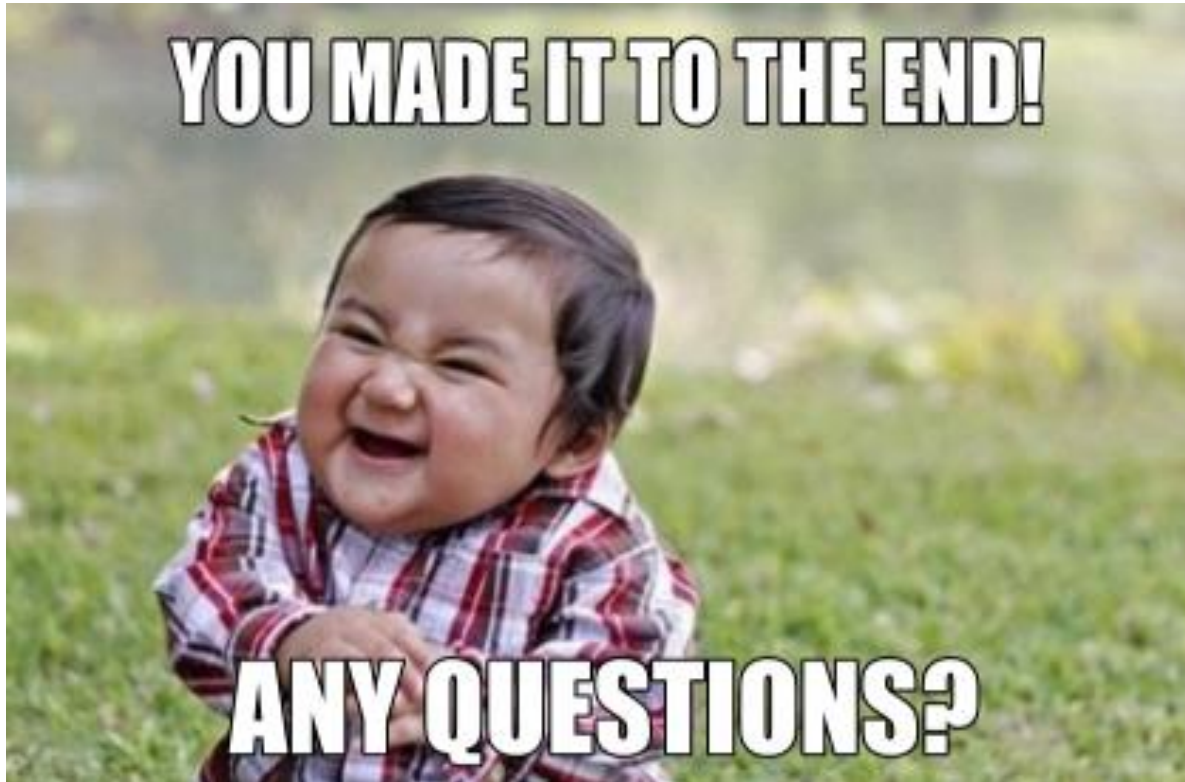
### Voter Services Unit

Phone: 517-483-4133

[Directory](#)

# Questions?

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Please contact Robin Stites at  
[Robin.Stites@lansingmi.gov](mailto:Robin.Stites@lansingmi.gov)  
or (517) 483-6020 with any  
questions or issues.

# Thank you!

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Thank you for your interest and involvement in the conduct of City of Lansing Elections.

Remember to make each voter's experience a positive one, and have fun on Election Day!

